



Position Vacancy Notice

Tyler Junior College

Tyler, TX

May 30, 2023

Tyler Junior College (TJC) is seeking highly motivated individuals who will thrive in a dynamic environment. TJC is dedicated to providing a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life, and community service. We strive to be a premier institution of higher education and have an outstanding record of academic quality, offering bachelor's degrees, associate degrees, certificates, and technical training programs.

JOB TITLE Police Cadet – Campus Police
REPORTS TO Sergeant, Lieutenant, or Chief of Police, Campus Police

CLASSIFICATION Support
STATUS Full-time, Regular 12 mo., Non-Exempt
PAY BASIS Salary of \$ 31,200.00 - 35,880.00 Annually - Commensurate with education and experience.

BENEFITS

- Health insurance (100% of the employee portion paid by the college);
- Dependent health insurance available with the college paying \$119.69 of the \$239.39 premium
- Optional dental, vision, life insurance;
- Optional TIAA retirement plan with institution matching
- All employees are a member of the Teacher's Retirement System;
- Employee and dependent scholarships allow the employee and eligible dependents to have tuition-free enrollment at Tyler Junior College.

You can view the full benefits here: <https://www.tjc.edu/EmployeeHandbook>

To apply, please go to: <https://tjc.csod.com/ats/careersite/JobDetails.aspx?site=1&id=983>

POSITION DESCRIPTION*

Function: To provide service and information to students, employees, and visitors; to enforce the rules and regulations of the Tyler Junior College District or a branch location of the Tyler Junior College District pertaining to the operation and parking of vehicles on college property; to help safeguard property of the Tyler Junior College District or a branch location of Tyler Junior College.

Scope: Responsible for enforcing the regulations pertaining to the parking of vehicles on college-controlled property; directing traffic; patrolling college-controlled property for the purpose of safeguarding buildings and property under the control and jurisdiction of the Tyler Junior College District..

ESSENTIAL FUNCTIONS and DUTIES

Provides service to students, employees, and visitors; writes reports; checks permit on vehicles entering and parking on campus directs the flow of traffic and parking of cars when needed; issues parking permits when needed; and issues Police Department parking violation citations. Patrols buildings and grounds to check for fires, water leaks, potential security and safety hazards, and general building security, reporting all irregularities, emergencies, or suspicious activity. Ensures all personnel entering the campus are properly identified. Issues visitor badges and maintains a log of all issued badges. Provides directions to locate buildings and offices and other general information to visitors. Patrols buildings and grounds on foot or in vehicle to provide security and prevent crime. Writes reports on incidents occurring on a campus. Performs other related duties as required.

COMPETENCIES

Knowledge, Skills, and Abilities.

Proficient with all equipment utilized in the performance of assigned duties, including but not limited to, restraints, less-lethal force weapons and techniques, automobiles, communications equipment, personal computers, and investigative and surveillance equipment.

QUALIFICATIONS

Required Education

- High School Diploma or GED.

Credentials: Certifications/Licensures

- None
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Other Expectations

- Must successfully pass a thorough background investigation
- Must be able to provide credible testimony in a court of law

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS

- Working conditions involve exposure to variable weather conditions and working days, evening, or night with varying days off and holidays
- Work involves a degree of hazard
- Duties involve driving, walking, running, standing, stooping, climbing, crouching, pushing, jumping over, pulling, carrying, reaching above head, lifting, lowering, hand-wrist and elbow motion, grasping, and holding.

**The position description is not inclusive of all responsibilities and expectations and may be amended with or without prior notice.*



This document is intended for informational purposes only and does not constitute any agreement on the part to Tyler Junior College to provide employment to or benefits for any prospective, active, or retired employee regardless of status or classification. Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.